



ST JAMES

**ST JAMES
NURSERY**

SECURITY POLICY

1. Policy Statement

The School and its Governors are committed to providing a safe and secure working, teaching and learning environment for staff, students and visitors whilst on the school site. It aims to promote an open and welcoming environment in which the staff, pupils and visitors feel safe and secure. The Governing body will provide the school with resources, training and information to implement all security procedures named in this policy. This Policy applies to both St James Senior Girls' School and St James Junior School and St James Nursery School whose security at the Earsby Street site is inextricably linked.

2. Organisation & Responsibilities

Governors

The Governors will:

- Ensure that the school has a security policy and that it is implemented.
- Monitor and review the policy on a regular basis.
- Delegate the implementation of the policy to the Bursar.

Bursar

The Bursar will:

- Delegate the day-to-day implementation of the policy to the Head of Estates and the Estates Manager.
- Monitor the implementation of the policy and record any breaches in co-operation with the Head of Estates and Estates Manager.
- Ensure that all staff receive adequate information, instruction and training in security procedures.

Headmistress

The Headmistress will:

- Ensure that the School Staff comply with the security policy.

Staff

- All Staff will comply with this policy and the arrangements made by the school to ensure the safety of children, staff and visitors.
- Any staff discovering a breach of the Security Policy must report it immediately.
- As part of their induction training, all staff will be made aware of the Security Policy and the responsibility that they have to comply with it.

Parents

- Parents will be informed of the school's security arrangements and any part that they are expected to play. For example; when visiting the school or at handover times.

3. Arrangements

The Site

St James Schools are located in a predominately residential area of West London. The Nursery is situated in Marcus Garvey Park and overlooked on two sides by residential housing with a children's play park forming the remaining two sides. The Nursery is generally of standard brick-built construction, comprising single building with an enclosed outside play area. Normal hours of occupation on weekdays are between 7:30 am 4:00pm Monday to Friday. Whilst the school has security policies and measures in place, ultimately security is the responsibility of all members of staff who are trained and encouraged to be vigilant at all times.

Boundaries, Fences and Gates

- Boundaries are well defined with high walls, fencing and planting to deter climbing.
- The main entrance at the front of the Nursery is operated and can be opened manually using a release button from inside.
- It is potentially possible for someone to follow a person (tailgating) into the building. Staff are encouraged to monitor the door before opening it to parents and children until it has fully closed.
- The rear door is for escape use only. It is a Gerda high security door. The door is alarmed for any unauthorised use.

Alarm System

- The system incorporates off-site monitoring by Custodian Monitoring Services to both automatic fire alarm and intruder alarm systems.
- G4S Emergency Manguarding Response are employed to cover emergency response to any alarm activation. They will call the Emergency Services if required.
- Each member of the estates management team can be contacted by G4S Manguarding to assist on site, as required.
- If no assistance is required by G4S Manguarding Response Team at the time of attendance, they will leave a Report Form, detailing the incident for the Estates Manager's attention.

Entrance & Exit

- Access is controlled by a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to staff or pupils.
- All entry points to the building perimeter are covered by efficient CCTV surveillance.
- During peak periods when pupils enter and leave the building, the front door is supervised by a member of the Estates Team. This is to assist the nursery staff whose may be momentarily distracted looking after pupils and parents.
- Visitors to the building are issued with a visitor's pass and must be escorted at all times, unless Disclosure and Barring Service (DBS) cleared.
- The internal gate linking the playground to the Art of Hospitality area is to be kept locked shut with access allowed only via the code pad.

Staff

- All staff are given a badge to sign in at the entrance door and the Nursery Manager has a key and alarm fob to the building itself.
- Staff use the electronic sign in board to sign in and out of the building.
- Staff should leave the building by 1900 when the security team start to lock the building, unless there is some exceptional need, in which case they should advise the Estates Manager having first sought permission from the Headmistress.

Control of Visitors and Contractors

- After signing at reception, all visitors should be given a basic induction informing them of general security, safeguarding and fire procedures.
- The visitors will be asked to wear an ID badge during their visit. Each ID badge has printed fire instructions on the reverse side.
- Any visitor or contractor working on site must either be DBS cleared or escorted at all times.
- All staff should politely challenge anyone that they do not recognise, or who is not wearing a visitor's badge. If they have any concerns, they are advised to contact the Building Team immediately.

Supervision of Contractors

- Contractors and maintenance personnel will not always have been DBS cleared and therefore should not have unsupervised access to children.
- All contractors must initially be accompanied by a member of the Estates team when they come to the Nursery. They should sign in on the electronic system. The Estates Manager will take responsibility for them.
- If the contractor is not DBS cleared, they must be supervised by a member of the Estates team for the entire course of the visit.
- Contractors are given a verbal induction on the School's Security, Safeguarding, Health and Safety and Fire procedures before commencing work and sign to confirm they have received these briefings.
- Contractors must wear the schools I.D. passes issued to them.
- The Estates Manager will notify the schools of any contractor, who is not DBS cleared, who will be operating within the building outside of normal hours.

Valuable Equipment

- Items of value should not be left unattended in unlocked rooms. Wherever possible such items should be secured and kept out of sight. If this is not possible, the room should be locked when vacated. All valuable items should be securely marked and a record of these kept.

Personal Property

- All pupils, staff and visitors are asked not to bring valuable items of personal property into the school. The school accepts no liability whatsoever for the loss of or damage to personal property whilst on School premises.

Medicines

- All medicines stored on site are locked away in the cabinet located in the Office at all times. Medicines provided by parents, should have a suitable label and be locked in the Medicine Cabinet until administered by paediatric first aid qualified staff.

Serious Incident

- Should a serious incident of any kind develop during the school day, procedures are set in place for dealing with this. The effects of such an incident on security are covered in full by the School's Emergency Management Policy.

Lone Workers

- The school has lone working risk assessments for staff where there is a security risk due to the need work alone. Staff at risk will receive appropriate training.
- The need for lone working should be kept to a minimum with the risk assessments reviewed at regular intervals.
- Trained lone working staff will carry an emergency phone equipped with a single button alert. This phone is monitored by First Alert who are able to trace the whereabouts of the worker, initiate two-way communication or notify the emergency services should they be required.
- There are also designated Punic buttons, which are connected to our Intruder Alarm system, and can also be used by Lone Workers in extreme emergency incidents.

Incident Reporting

- All security incidents should be reported to the Head of Nursery in the first instance who shall inform the Estates Manager and the relevant School management personnel.
- Security incidents should be recorded on the Incident Report form (Appendix A) as soon as practicable following the event. Completed forms should be handed directly to the Estates Manager, or placed in their mail tray on reception if the incident occurs following the end of the school day.
- The Estates Manager will keep a log of forms raised, inform the respective Deputy Heads of both Schools and the Head of Estates when an incident has been reported, and following review with the Head of Estates, will notify all concerned parties of the actions taken in response.

Safeguarding: If you are concerned about a child, please notify the designated Safeguarding Lead and see the Safeguarding notices.

4. Risk Assessment

The Head of Estates and Estates Manager carry out an annual security risk assessment. The findings are used to review this Security Policy and the Policy is amended as required.

5. Monitoring and Review

The Bursar will monitor the Policy and report any breaches, failings or security related incidents to the Governing Body. The Governing Body will monitor performance via the Bursars' reports and by visiting the site. This Policy will be reviewed annually by the Head of Estates and Estates Manager.

Effective date of the policy:	14.09.2023
Reviewed October 2018:	
Next Review Date:	August 2024
Circulation:	All staff

Authorised by:	
Print:	
Date:	



Security Incident Report

Name:	Date of incident: _____	
	Time of Incident: _____	
Type of Incident: (Circle one)	(1) Unauthorised Access	(2) Theft
	Other: _____	(3) Property Damage
Summary of the incident (Who, What, When, Where, Why & How):		
Name and contact details of others involved:		

Forward this form to the Estates Manager

Incident No:
Action Taken:

Signed:

Estates Manager

Head of Estates